BEGINNING OF SCHOOL YEAR CHECKLIST

* Create Seating Charts, Gradesheets, Rosters, Update Info Spreadsheet
* Print Rosters, Seating Charts and Gradesheets
* Mark/Highlight Meetings and happenings on the Calendar
* Write Lesson Plans for at least the first two weeks of school
* Review and Update Course Information Sheet (wikispace, online textbook username/password)
* Update Excel Spreadsheet of Student/Parent/Guardian Information
* Update Wikispace
* ~~Update Online Textbook Username/Passwords~~
* Set-Up Subservice
* Update Substitute Folder with new seating charts and rosters